

INSTRUCTIONS TO APPLICANT
Residential or Commercial Driveway Connection Permit

**Note: If you intend to perform any work other than the installation of a driveway,
you have the wrong form.**

1. Complete and sign the Residential and/or Driveway Connection Permit application form.
2. Attach sketch of driveway connection. (Sketch may be drawn on back of application.)

Sketch must show:

Size of property lot(s)

Location of Right of Way

Approximate width of existing pavement (if applicable)

Location of Driveway Connection

Size of Driveway and Driveway Connection

3. Application fee. A nonrefundable processing fee of \$10 must accompany all permits. Payment may be in cash or by check made out to Monroe County BOCC.

If the permit application is approved, the application fee will be applied to the permit fee. (See permit fee schedule).

4. Submit completed application, sketch and payment to:

Monroe County Engineering Division
1100 Simonton Street, Room 2-216
Key West, Florida

Between 8 a.m. and 5 p.m. Monday through Friday

MONROE COUNTY ENGINEERING DIVISION

**APPLICATION FOR
RESIDENTIAL AND/OR COMMERCIAL DRIVEWAY CONNECTION PERMIT
(Please Print)**

SECTION 1: TO BE FILLED IN BY OWNER

OWNER: NAME: _____
ADDRESS: _____
(Street)

(City) (State) (Zip)
TELEPHONE NUMBER: () _____

CONTRACTOR: NAME: _____
ADDRESS: _____
(Street)

(City) (State) (Zip)
TELEPHONE NUMBER: () _____

SECTION 2: TO BE FILLED OUT COMPLETELY

DATE WHEN WORK IS EXPECTED TO BEGIN: _____

DATE WHEN WORK IS EXPECTED TO BE COMPLETED: _____

LOCATION OF PROPOSED WORK:

Street Address: _____

Block: _____ Lot: _____

Subdivision: _____

Key: _____

Mile Marker: _____

PROPOSED CONSTRUCTION MATERIAL: _____

- NOTE:
1. FINISH ELEVATION OF DRIVEWAY MUST CONFORM TO ELEVATION OF GROUND AT SWALES.
 2. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH MONROE COUNTY PUBLIC WORKS "STANDARD SPECIFICATIONS AND DETAILS".
 3. PERMIT FOR DRIVEWAY ON PRIVATE PROPERTY MUST BE OBTAINED SEPARATELY FROM THE BUILDING DEPARTMENT.
 4. NO LANDSCAPING IS TO BE PERFORMED IN THE RIGHT OF WAY.
 5. ANY DRAINAGE PROBLEMS RESULTING FROM CONSTRUCTION ARE THE RESPONSIBILITY OF THE OWNER.
 6. ISSUANCE OF A PERMIT DOES NOT PRECLUDE THE COUNTY FROM CONDUCTING WORK INCLUDING, BUT NOT LIMITED TO, UTILITY WORK AND/OR DRAINAGE WORK, WITHIN THE RIGHT OF WAY.

I hereby certify that I have read and examined this application and know that same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulating construction or the performance of construction.

DATE_____ SIGNATURE_____

Approved for issuance of permit: _____
(Signature of Engineering Division Representative)

Cost of Permit: \$_____

RIGHT-OF-WAY
ATTACHMENT

This permit is valid only for work performed within the County's right-of-way and does not authorize any work on private property or other governmental property.

The issuance of this right-of-way permit by Monroe County's Public Works Department does not negate the need to obtain other permits from other agencies when such work falls under their purview. As an example, such approval may be required from Monroe County's Growth Management Division, the State of Florida Department of Environmental Protection, and/or the United States Army Corps of Engineers. Other agencies, such as the United States Fish and Wildlife Service and the State of Florida Fish and Wildlife Service may also need to grant approval of the work.

Applicant shall obtain any underground clearances prior to digging. Applicant must call Sunshine State One Call at 800/432-4770 for clearances and submit with permit application.

For trees that will mature more than 12 feet in final height, the applicant shall obtain written approval from the local electric company, Keys Energy Services at 305 295-1042 for the lower keys and Florida Keys Electrical Cooperative at 305 852-2431 for the upper keys. This approval shall be submitted with the permit application.

It will be the applicant's responsibility to determine when work requires additional permits or approvals.

Applicant's Signature

Date